



# e-Services M. I. M. S.(FMS)

CAPNHQ Electronic Services e-Services  
Member Information Management System  
(Flight Management System)  
California Wing  
Basic Procedures Summary

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# What do you want to do?

This document is a simplified condensation of the data contained in the detailed M.I.M.S. (FMS) Tutorial. The following is a list of things most members and/or Commanders will have to accomplish from time to time. It is intended to aid you in finding the appropriate applications to either enter information into the M.I.M.S. system or to access information that you need.

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## Preface

This document is not designed to teach anyone everything about M.I.M.S. (FMS). It is a quick reference guide which, if followed exactly, will help you enter data into the M.I.M.S. (FMS) system and help you find the information you need. No detailed description of these procedures is included.

There are two main features that are shown, **[Data Entry]** items that are used to enter your data shown as [xxxxx], such as [Last name]. The others are **“Keywords”** that are shown as “xxxxx”. They are part of the screen text and are the “Buttons” you click on, such as “Submit” or “Look Up CAPID”, to cause some function to occur. Full details and explanations can be found in the **M.I.M.S. (FMS) Tutorial** that can be downloaded from the **CAWG Web Sight** under publications. All references to “Para” numbers refer to the paragraphs in the M.I.M.S. (FMS) Tutorial. Application Note: **M.I.M.S. (FMS) General ES & Pilot Task Data Entry** has two basic uses, task data entry and for reviewing Achievements. It is not recommended for data entry, as it is too cumbersome, few details are included in that regard. However, it **MUST** be used to enter the Cadet\_Programs Curry Achievements, so that procedure is included. The Curry Achievement is not included as part of the OPS-Emergency\_Services, but is required for a Cadet to get a CAPF 101 ES Card.

**The procedures that are routinely used by most members are shown in Bold Blue**

## 1. Use e-Services Applications

Who? Members

Use Internet to access

Para 2-1

[www.cap.gov](http://www.cap.gov)

["Members"](#)

["e-Services"](#)

[\[CAPID\]](#)

[\[Password\]](#)

["Log On"](#)

## 2. Enter or update your Personal Information

Who? Members

Use [CAP Personnel Information](#)  
Review/Edit My Member Info

Restricted  
Top of page

Para 4-1

From "e-Services Home" page Restricted Applications

["Cap Personnel Information"](#)

[\[CAPID\]](#)

Or

[\[Last Name\]](#) and [\[First name\]](#) if necessary

["Click to Search by name"](#)

Select area to change

<a href="#">"General Information"</a>	Make [Changes] and "Submit"
<a href="#">"Address Information"</a>	Make [Changes] and "Submit"
<a href="#">"Contact Information"</a>	Make [Changes] and "Submit"
<a href="#">"Personal Characteristics"</a>	Make [Changes] and "Submit"

[Back to "e-Services Home" page](#)

OR

From "e-Services Home" page CAP Utilities

["Review/Edit My Member Info"](#)

["Add", "Edit", "Delete", "Update" or "Finished"](#) (Pages are in different formats)

["Personal Information"](#)

[Make changes then "Finished"](#)

["Address Information"](#)

[Make changes then "Finished"](#)

["Contact Information"](#)

[Make changes then "Finished"](#)

[Back to "e-Services Home" page](#)

## 3. Look at Personnel Information

Who? Member

Use Interactive Personnel System  
(Limited by your scope of access)

Para 4-2

From "e-Services Home" page, CAP Utilities or Restricted Applications

["Interactive Personnel System"](#)

[\[Last Name\]](#)

["Search"](#)

["View Detail"](#)

["General Information"](#)

["Contacts"](#)

["Personal Characteristics"](#)

["New Qual/Cert"](#)

["Member Data"](#)

["Member Photo"](#)

[Back to "e-Services Home"](#)

## **4. Upload your CAP Picture**

Who?	Member		
Use	Upload CAP Picture		Para 13-1
	Image Upload for Commanders	Restricted	

### **From “e-Services Home” page Restricted Applications**

“Image Upload for Commanders”  
“Look Up CAPID”  
[Last Name]  
“Search”  
Click [CAPID] (Goes back to CAP Image Upload for Commanders)

OR

### **From “e-Services Home” page CAP Utilities**

“Personal CAPF 101”  
“Upload CAP Picture”

Then

“Browse”  
[Find File that contains your picture] and “Open”  
“Upload CAP Picture”  
Back to “e-Services Home”

## **5. Validate CAP Pictures**

Who?	Commanders or designees		
Use	Validate CAP Picture	Restricted	Para 13-2

### **From “e-Services Home” page Restricted Applications**

“Validate CAP Picture”  
“Unit”  
“Approve”, “Inappropriate”, “Does Not Match Name” or “Unacceptable”  
“Submit”  
Back to “e-Services Home”

## **6. Enter training task or ES Awards completion data and dates**

Who?	Members		
Use	M.I.M.S. (FMS) <b>General ES &amp; Pilot Tasks Entry</b>		Para 6-3
	Personal ES SQTR Quick Entry or		
	M.I.M.S. (FMS) ES SQTR Quick Entry		Para 8-1

### **From “e-Services Home” page Restricted Applications**

“M.I.M.S. (FMS)”  
“ES SQTR Quick Entry”  
“Look up CAPID”  
[Last Name]  
“Search”  
Click [CAPID] (Goes back to ES SQTR Quick Entry)  
“Insert”

OR

### **From “e-Services Home” page CAP Utilities**

“Personal ES SQTR Quick Entry”  
“Trainer’s CAPID”  
“Look Up CAPID”  
[Last Name]  
“Search”  
Click [CAPID] (Goes back to Personal ES SQTR Quick Entry)

Then

[Mission Number]  
[Date of Completion]  
“Insert” (Only in the Restricted Application)

[Functional Area]  
[Achievement] (or "ES Awards")  
"Display Tasks" Scroll down to see  
Click "Check to Save" boxes

OR

Click "Select All"  
"Submit"  
Back to "e-Services Home"

Note: If different dates are to be entered for different tasks, click on "Check to Save" for those tasks. Then change the dates for each task, then "Submit".

## **7. Enter Specialty Renewal completion dates**

Who? Commander or Designee

ES Single/Person Specialty Entry (Renewal Entry)

Para 12-5

Note: This Application is ONLY available to people with the need for it. Generally Commanders and ES Officers. (The ES Multi-Person Specialty Entry application works in a similar manner)

From the e-Services home page Restricted Applications

"M.I.M.S. (FMS)".  
"ES Single-Person Specialty Entry"  
"Yes" (If you agree with the terms)  
"Look Up CAPID"  
[Last Name]  
"Search"  
"CAPID"  
"Insert".  
"Edit" for the Specialty desired  
[Current Status] Training or Active  
[Status Date] The date of the last renewal evaluation  
[Source] Paperwork or Renewal  
"Update"

### **To Delete an Achievement**

"Delete" for the Achievement desired.  
"OK". The page will refresh with the deleted Achievement removed.

Back to "e-Services Home"

## **8. Enter an Achievement that was approved in WMU**

Transferring all Task detail to M.I.M.S.

Who? Members

Use Personal ES SQTR Quick Entry

Para 8-1

MIMS (FMS) ES SQTR Quick Entry      Restricted

Para 8-1

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"  
"ES SQTR Quick Entry"  
"Look up CAPID"  
[Last Name]  
"Search"  
Click [CAPID] (Goes back to ES SQTR Quick Entry)  
"Insert"

OR

From “e-Services Home” page CAP Utilities  
“Personal ES SQTR Quick Entry”

Then

“Trainer’s CAPID” Enter [WMU]  
[Mission Number] [WMU] or the last Mission you participated in for recurrency. if known  
[Date of Completion]  
“Insert” (Only in the Restricted Application)  
[Functional Area]  
[Achievement]  
“Display Tasks” Scroll down to see  
Click “Check to Save” boxes for all new tasks to be entered EXCEPT CAPF 117 ES  
“Submit”  
Back to “e-Services Home”

## **9. Transferring all Standard WMU Specialties from WMU to M.I.M.S.**

Who? Members

Use WMU CAPF 100 Specialty Renewal procedure Attachment 3

Prior to doing this conversion, complete both the current CAPT 116 and CAPT 117 tests. See Attachments 1, 2 and 3 of the M.I.M.S. tutorial.

Get on the Internet

Go to <[wmu.nat.cap.gov](http://wmu.nat.cap.gov)> National Web site  
Click on “Web WMU”  
Click on “Member” or “Unit Commander” button  
Enter your [CAPID]  
Enter your [Password].  
Click on “Submit”  
Click on “CAPF 100”  
Click on “Renewal”  
Click on “View CAPF 100”  
Click on “Submit” (Bottom of page)

Once approved, all Standard specialties will be transferred to M.I.M.S.

## **10. Enter Pilot Information or CAP Awards, Initial or from WMU**

Who? Members

Use Personal General ES & Pilot Task Data Entry Para 6-3  
Multi-Pilot Entry Personal or M.I.M.S. (FMS) Para 9-1

From “e-Services Home” page Restricted Applications

“M.I.M.S. (FMS)”  
“Multi-Pilot Entry”  
“Look up CAPID”  
[Last Name]  
“Search”  
Click [CAPID] (Goes back to Multi-Pilot Entry)  
“Insert”

OR

From “e-Services Home” page CAP Utilities  
“Personal Multi-Pilot Entry”

Then

[Functional Area]  
[Achievement] (or “CAP Awards”)  
[Step]  
[Task]  
[Date of Completion]  
“Submit”

[Check Pilot's name] or [CAPID]  
[A/C Type]  
"Confirm Passing Tasks"  
Repeat process for each task to be entered  
Back to "e-Services Home"

## **11. Check the status of your Achievements**

Who? Members  
Use M.I.M.S. (FMS) General ES & Pilot Task Data Entry Para 6-4  
Personal ES & Pilot Task Entry

### **From "e-Services Home" page Restricted Applications**

"M.I.M.S. (FMS)"  
"General ES & Pilot Task Data Entry"  
"Interactive Personnel System"  
[Last Name]  
"Search"  
Click [CAPID] (Goes back to General ES & Pilot Task Data Entry)

OR

### **From "e-Services Home" page CAP Utilities "Personal ES & Pilot Task Entry"**

Then

"Submit"

All of your complete achievements are listed on the right side of the Review Member page  
To see which aircraft you are qualified in:

\*Please click "[HERE](#)" to view aircraft member is qualified in".

To look at the status of the tasks within any of these achievements, click on the:  
[Achievement]

OR

### **To check on a Partially Completed Achievement**

"Select below to view partial Qual/Achv"

[Functional Area]

[Qual/Achv]

"Submit"

The tasks are displayed showing current, pending and expiration dates

*If a Task has no data entered, it can be entered at this time*

Click on the "Task"

[Date] (And other data required for this task)

"Save"

"Back to Review Member"

"Back to "e-Services Home"

## **12. Validate the Completion of Achievements and Tasks**

**(Does not apply to Ops Emergency Services tasks)**

Who? Commanders, Vice Commanders or ES Officers  
Use M.I.M.S. (FMS) Validate Achievements and Tasks Para 11-1

### **From "e-Services Home" page Restricted Applications**

"M.I.M.S. (FMS)"

"Validate Achievements or Tasks"

"Yes" (If you understand)

[Scope]

[ORGID] (Unit)

[Functional Area], [CAPID], [Last Name] or [Alphabet] selection buttons

[Validate] or [Reject]

[Comment] If you reject a task

"Confirm"

Back to "e-Services Home"

### **13. Approve Achievements**

Who? Commanders, Vice Commanders and ES Officers  
Use Approval Module, from the e-Services home page

Para 12-1

#### **From “e-Services Home” page Restricted Applications**

“Approvals Waiting (nn)”

[Letter] (First letter of last name desired) (Highlighted if any)

If you want to see details of the achievement

“View Detail”

Then “back”

[Approve] or [Disapprove]

[Comment] (If disapproved)

“Submit”

“OK”

Back to “e-Services Home”

### **14. Create / Print any of several FMS Reports**

Who? Commanders and ES Officers  
Use M.I.M.S. (FMS) FMS Reports (Check them all)

Para 15-1, - 15-7

#### **From “e-Services Home” page Restricted Applications**

“M.I.M.S. (FMS)”

“FMS Reports”

[Select report]

[Unit] If required

[Download format]

[CAPID] (In some cases)

[Functional Area] (In some cases)

[Achievement] (In some cases)

“Submit”

Back to “e-Services Home”

### **15. Create / Print a CAPF 101 card**

Who? Members  
Use Personal CAPF 101 CAP Utilities  
CAPF 101 by CAPID Restricted M.I.M.S. (FMS)

Para 13-3

#### **From “e-Services Home” page Restricted Applications**

“M.I.M.S. (FMS)”

“CAPF101 by CAPID”

“Look up CAPID”

[Last Name]

“Search”

Click [CAPID] (Goes back to CAPF101 by CAPID)

Retrieve 101 Card

OR

#### **From “e-Services Home” page CAP Utilities**

“Personal CAPF 101”

[Height]

[Weight]

[Eyes]

[Hair]

“Update 101 Card”

Print

Back to “e-Services Home”



## **16. Create SQTR**

Who?	Members		
Use	SQTR by CAPID	Restricted M.I.M.S. (FMS)	Para 14-1
	Personal SQTR	CAP Utilities	Para 14-1

### **From “e-Services Home” page Restricted Applications**

“M.I.M.S. (FMS)”  
“SQTR by CAPID”  
    “Look up CAPID”  
        [Last Name]  
        “Search”  
        Click [CAPID] (Goes back to SQTR by CAPID)  
“Submit”  
[Achievement]  
Print

OR

### **From “e-Services Home” page CAP Utilities**

“Personal SQTR”  
[Achievement]  
Print

[Back to “e-Services Home”](#)

## **17. Assign members to the Unit Personnel Authorization**

Who?	Commanders or designees	
Use	Duty Assignment	Para 12-2

### **From “e-Services Home” page Restricted Applications**

“Duty Assignment”  
“Duty Assignment” again  
    [Last Name]  
    “Search by Name”  
    Click [CAPID]  
[Unit]  
A list of current assignments is shown  
[Functional Area]  
[Duty Position]  
“Assistant” Yes or No  
“Assign”

To delete positions

Under “Current Duty Positions”  
“Delete” (If desired)  
Back to “e-Services Home”

## **18. Enter Curry training task completion data and dates**

Who?	Members	
Use	Personal General ES & Pilot Task Data Entry	Para 6-3

### **From “e-Services Home” page Restricted Applications**

“M.I.M.S. (FMS)”  
“General ES & Pilot Task Data Entry”  
    “Interactive Personnel System”  
        [Last Name]  
        “Search”  
        Click [CAPID] (Goes back to General ES & Pilot Task Data Entry)  
“Submit”

OR

From “e-Services Home” page CAP Utilities  
“Personal ES & Pilot Task Entry”  
“Submit”

Then

“Record Completed Tasks for New Achievement”  
“[+] Cadet\_Programs”  
“[+] Achievement 1 (Curry)”  
“Achv 1 Requirements”  
Enter dates for the four achievements  
“Save”  
“Back to Review Member”  
Back to “e-Services Home”

## **19. Locate CAPID and Qualification information .**

Who? Members

Use Member Qual Info

Para 10-2

From “e-Services Home” page CAP Utilities  
“Member Qual Info”  
“Mbr Qual Info Report”  
[Last Name]  
“Click to Search by Name”  
CAPID is shown in blue  
[CAPID]  
“View Report”  
Back to “e-Services Home”

## **20. Member Accessable Reports**

Who? Members

Use Member Qual Info

Para 15-0

From “e-Services Home” page Restricted Applications  
“MIMS (FMS)”  
“FMS Reports”  
“FRO Support Report” or other desired report  
“Unit” as required  
Download Format “PDF”  
“View Report”

Back to “e-Services Home”

OR

From “e-Services Home” page, CAP utilities  
“Member Qual Info”  
“FRO Support Report” or any other report desired  
“Unit” (Scroll down. All CAP Units available)  
“View Report”

Back to “e-Services Home”